

Retention and Classification Report

Agency: Davis County (Utah). Planning Commission (259)

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

Records Officer Yvonne Christensen

07162	Building permits files
11794	Business licenses
26808	Inspection logs
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84299	Publications
20390	*Sign permits
84299	Publications

AGENCY: Davis County (Utah). Planning Commission

SERIES: 7162

3

TITLE: Building permits files

DATES: 1951-

ARRANGEMENT: Numerical by accession and date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the issuance of a permit which is required for any construction within unincorporated areas of Davis County. The files contain the permit application with the inspection report on the progress of construction with a final inspection report , and any related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 21, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical
this retention is based upon the administrative needs expressed by the bureau and the historical value of the records. Building permits are prime historical resources for the study of

AGENCY: Davis County (Utah). Planning Commission

SERIES: 7162

TITLE: Building permits files

(continued)

architectural history and should be maintained permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Planning Commission

SERIES: 11794

3

TITLE: Business licenses

DATES: (1884-1892) 1973-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

This record is issued by the county for the purpose of regulation and revenue of public businesses. This record shows applicants' name, address, and phone (if business information is different- also lists business address and phone), the type of business owned, zoning number, sales tax number, business license number, parcel number, fee paid, copy of business license, and date of application. Business licenses are renewed yearly.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 23.

AUTHORIZED: 05/05/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until license cancelled and then microfilm and destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: For records beginning in 1973 through 1988. Retain in Office permanently.

Paper: For records beginning in 1884 through 1898. Retain in

AGENCY: Davis County (Utah). Planning Commission

SERIES: 11794

TITLE: Business licenses

(continued)

Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Historical Legal

Contains data on 19th century businesses which is valuable to genealogists, community histories, and property research.

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Planning Commission

SERIES: 26808

3

TITLE: Inspection logs

DATES: 1952-

ARRANGEMENT: Chronological by date, thereunder by permit number

ANNUAL ACCUMULATION:

DESCRIPTION:

This log serves as an index to all inspections carried out by the department. Logs are used as a reference to identify building permit numbers, and enable retrieval of the original permit and accompanying paper work. Information in the records includes the date, permit number, type of permit, location, construction, estimated cost, and name of inspector.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 21, Item 2.

AUTHORIZED: 07/09/2008

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Davis County (Utah). Planning Commission

SERIES: 26808

TITLE: Inspection logs

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Planning Commission

SERIES: 28383

3

TITLE: Planning Department Minutes

DATES: 1938 -

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

RETENTION:

Retain Permanently

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 15.

AUTHORIZED: 10/11/2013

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Davis County (Utah). Planning Commission

SERIES: 28383

TITLE: Planning Department Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Planning Commission

SERIES: 84299

3

TITLE: Publications

DATES: 1970-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the county or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/20/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1970 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Davis County (Utah). Planning Commission

SERIES: 84299

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Planning Commission

SERIES: 20390

1

TITLE: Sign permits

DATES: 1953-1968.

ARRANGEMENT: Chronological, thereunder by permit number

TOTAL VOLUME: 0.80 cubic feet.

DESCRIPTION:

These files document permits issued as official building and placement authorization for signs. Some signs were erected as early as 1921, but actual permits were not issued until 1953. During the 1960s these permit files began to be integrated into the building permit files and no separate sign files were maintained. The files include location, description (size, support, whether illuminated, date erected, permit number (if included), company, field check, sign number, picture, and related correspondence. They may also include sign violations which would contain complaints and any actions taken.

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Davis County (Utah). Planning Commission

SERIES: 20390

TITLE: Sign permits

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Planning Commission

SERIES: 23910

3

TITLE: Zoning appeals

DATES: 1954-

ARRANGEMENT: Chronological, thereunder numerical by case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 28, Item 3.

AUTHORIZED: 09/14/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Davis County (Utah). Planning Commission

SERIES: 23910

TITLE: Zoning appeals

(continued)

PRIMARY CLASSIFICATION:

Public